

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
Departments and Agencies

DATE: December 5, 2000

FROM: Robert A. Poll, Associate Controller

SUBJECT: JANUARY HOLIDAYS

New Year' Day (January 1, 2001) and Martin Luthur King Jr.'s Birthday (January 15, 2001) fall on the Monday of a payroll week. The respective payroll dates are January 5 and January 19, 2001.

In order to insure the timely processing of the payrolls, I am reminding you that you should have your payrolls transmitted to the Central Payroll office by **4:00 PM on Tuesday, January 2 and Tuesday, January 16, 2001**, respectively.

In addition, the last payroll date for calendar year 2000 will be paid on December 22nd. Please transmit your payrolls by 12:00 PM on Tuesday, December 19, 2000.

Thank you for your cooperation in this matter. If you have any questions, please call Roberta Marocco (222-2673).



HAPPY HOLIDAYS



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CPO:01-05